

## **Rotorua Library Meeting Room Terms and Conditions**

### **Fees**

- Applicable fees are to be paid and Terms and Conditions accepted within 7 days of receiving confirmation of meeting.
- Failure to pay fees and accept the terms and conditions could result in the loss of the booking.
- Block bookings of rooms can be made for periods of up to three months only.

### **Cancellation**

- A minimum of 48 hours' notice is required for the cancellation of a meeting room booking. Cancellations made within the 48 hour time frame may incur a penalty of up to 10% of the cost of the booking.
- The Library will provide two weeks' advance notice of any changes to booking times unless for emergency repairs and maintenance.

### **Health and Safety**

- Hirers are responsible for familiarising themselves with the emergency and evacuation procedures in the Library – details are displayed on the wall in each meeting space.
- Hirers are responsible for ensuring everyone in the room they have hired is evacuated in an emergency as per the evacuation procedures for the library. Evacuation procedure is displayed on the wall in each meeting space.
- Hirers shall notify the Library of any incidents which may arise during their hire period and assist in the completion of incident reporting.

### **Use of the Library Meeting Spaces**

- The hirer must be 18 years of age or older.
- It is the hirer's responsibility to ensure that their activity is lawful eg by obtaining liquor licence if required.
- The hirer is responsible for the behaviour of those in attendance during the hire period.
- The swipe card for Room G11 may be picked up from the Library (during opening hours) on the day the event takes place. If the booking occurs before Library opening hours it can be collected on the day prior to the booking. All swipe cards etc are to be returned to Library staff the same day or placed in the Returns slot (for after-hours use of Room G11).
- The library (including all meeting rooms) has a 'No Smoking' policy.
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- No pets or animals (excluding: Registered Assistance Dogs – as defined in section 2 of the Dog Control Act 1996) are allowed in the building unless by prior arrangement with the Library.
- All items of property owned by the hirer must be removed from the venue on or before the end of their occupancy time.
- Any goods left on the premises after occupancy may be removed and disposed of at the discretion of the Library, without compensation to the owner or the person responsible.
- The hirer is not permitted to take into, or use within the venue or grounds: any type of fireworks or flammable substances, any chemical substance deemed toxic or dangerous or candles or naked flame of any kind.
- No items shall be placed in front of or obstruct access to the fire exits.
- The hirer shall report any broken or damaged equipment, fittings or furniture to the Library
- Children on the premises are to be supervised at all times by a responsible adult
- The hirer shall not use nails, screws, decorations, bunting or any other item which in any way defaces the building premises.
- The hirer shall adhere to the maximum numbers of people accommodated in each room.
- The room must be left in the same condition it was in when the booking began - there is a guide on the wall.
- Noise levels that are deemed excessive or unreasonable (by Library Staff members) are not allowed.

### Observance of Meeting Space Hiring Period

- Observation of the allocated booking time is important, to avoid clashes between the various hirers who use the premises.
- Set up and pack up must be included in the hire time specified in the online booking.
- The meeting space must be vacated on or before the agreed finish time.
- The hirer is only allowed to enter the meeting space during the agreed booking time.

### Additional Charges

- The library reserves the right to pass on any charges directly related to the booking eg security call-out, loss of swipe cards, damage or extra cleaning charges.

## Breach of Agreement

- The Library reserves the right, at its sole discretion, not to approve any application or to cancel the agreement at any time for any breach of policy or procedure.
- Failure to comply with the requirements set out in this policy will be regarded as a breach of agreement, giving the Library the right to pursue the recovery of any amount due and/or to cancel any future bookings.

## Meeting Space Hire Declaration

This declaration confirms that you, the applicant:

- Have read and understand the conditions of hire
- Have read and understand the emergency procedures, including your responsibilities in the event of an emergency evacuation at the library.
- Accept that all these conditions must be complied with on the day(s) of the activities.

You indemnify Rotorua Library from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of or damage to property of Rotorua Library; or
- Personal injury (including death) or illness to any person or damage to any property; resulting from or by reason of anything done or omitted to be done by You arising out of your activities undertaken at or near Rotorua Library's facility.

Your liability to indemnify Rotorua Library is reduced proportionally to the extent that a negligent act or omission of Rotorua Library or its employees has contributed to the injury, damage or loss.